**REPORT ON EXTERNAL LETTERS\***

Adapted from the PSU Promotion and Tenure Guidelines

* Attach to this sheet one sample letter of solicitation and all responses to the solicitation.
* All letters of evaluation received must be forwarded with promotion materials.
* A minimum of three letters is required.

Candidate’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **A.** **Referees suggested by Candidate**  (List Institutional Affiliation)  [at least 1 letter must be included from this category] | **Relationship\*\*** | **Date Letter Sent** | **Date Response Received** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **B.** **Referees suggested by Department**  (List Institutional Affiliation)  [at least 1 letter must be included from this category] | **Relationship\*\*** | **Date Letter Sent** | **Date Response Received** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |

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| **C. Referees the candidate has listed as possible negatively biased sources.** |
| **1.** |
| **2.** |
| **3.** |

\* Letters not solicited by the department/professional school or letters from within the University are not considered within this category.

\*\* For each name give relationship to candidate (e.g., dissertation advisor, former teacher or colleague, co-author, etc.) or referee's particular expertise.